

KEY DATES

TASK	DUE DATE
Payment of exhibition stand	20 th of the month following the date of invoice, or prior to the Conference (17 September), whichever date comes first
Company logo, website link and profile for the Conference app and Conference website (uploaded via your portal)	Now
Custom designed stand plans due for approval	Thursday 30 July
Confirm trestle table and chairs (via exhibition portal)	Thursday 30 July
All exhibition stand staff to be registered via the exhibition portal	Tuesday 1 September
Return signed exhibitor health and safety obligation form (via exhibition portal)	Tuesday 1 September
Earliest date for freight to arrive at the venue	Monday 14 September
Exhibitor pack in 12.30pm - 5.30pm	Thursday 17 September
Exhibitor pack out from 4.00pm (After afternoon tea)	Sunday 20 September
Last date for freight collection (by 4pm)	Monday 21 September